

1/26

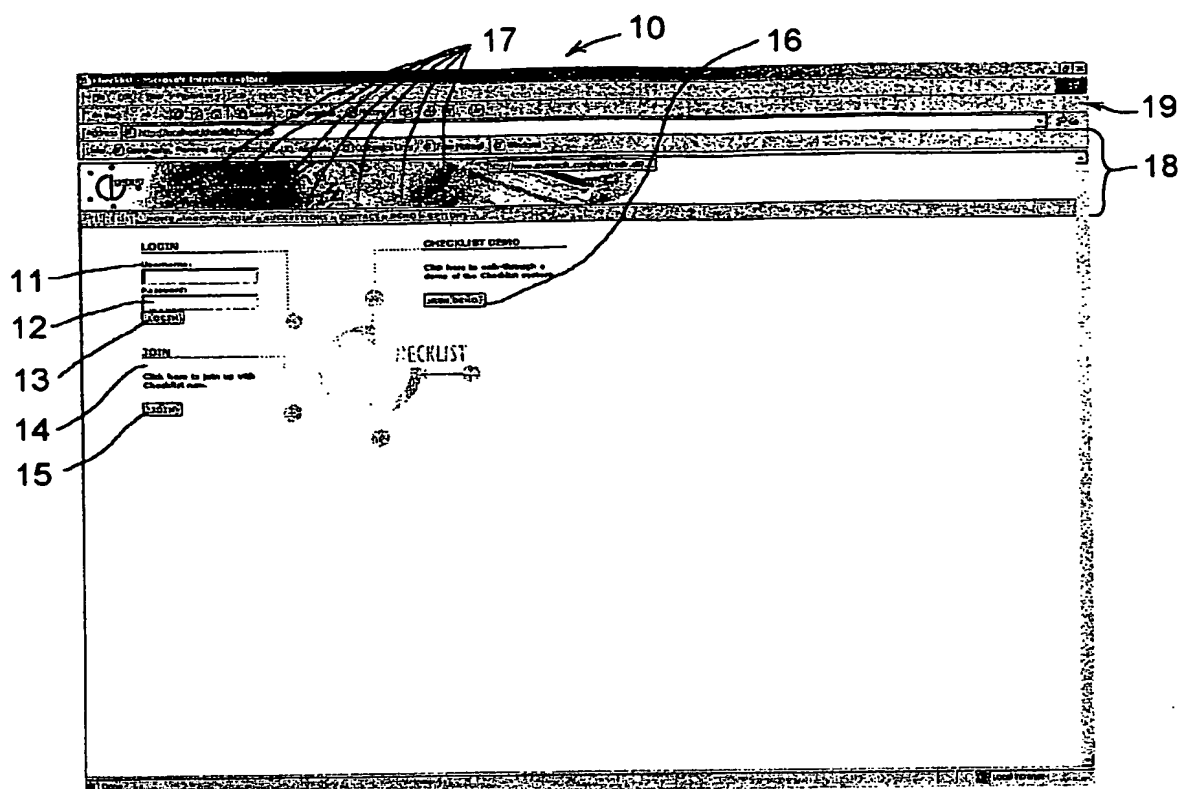


Fig. 1

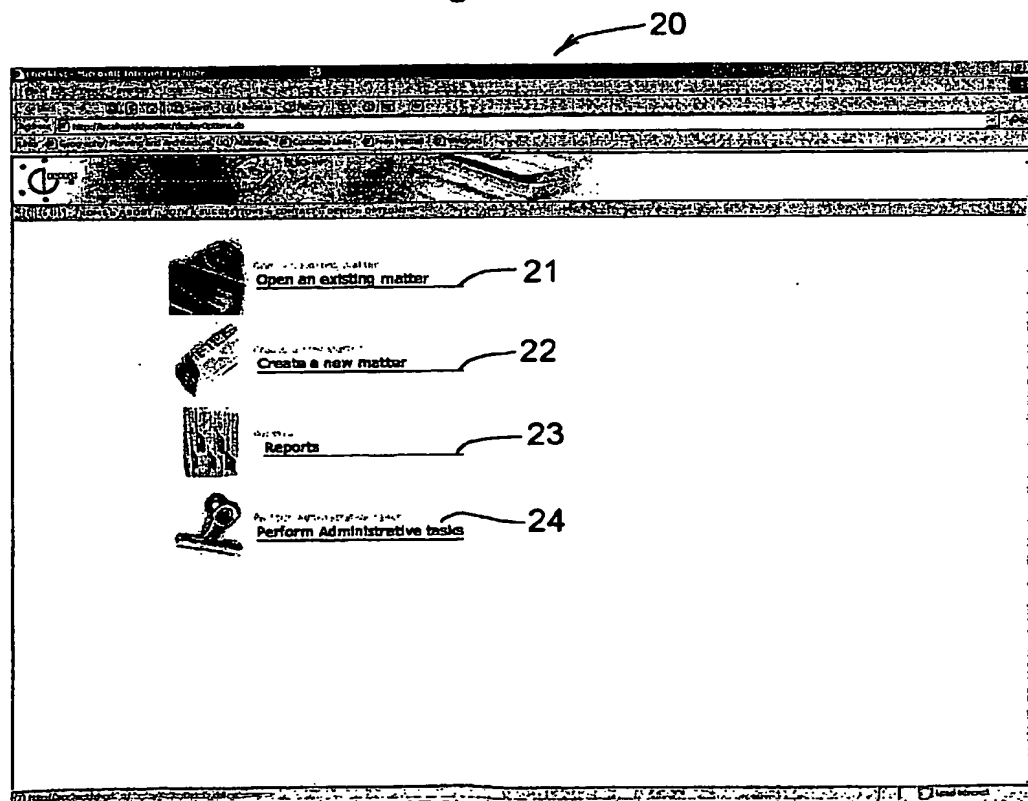


Fig. 2

2/26

30

Please enter in the details of the matter:

Client: 31

Matter Code: 32

Name: 33

Description: 34

Other Party: 35

Date Opened: 36

Date Completion Due: 37

39

Fig. 3

30

Please enter in the details of the matter:

Client: 40

Matter Code:

Name:

Description:

Other Party:

Date Opened:

Date Completion Due:

Please select a client for this matter:

FEDERAL/STATE/OTHER	NAME	STATUS
fed01	john	active
fed02	john	active
fed03	john	active
fed04	john	active
fed05	john	active
fed06	john	active
fed07	john	active
fed08	john	active
fed09	john	active
fed10	john	active
fed11	john	active
fed12	john	active
fed13	john	active
fed14	john	active
fed15	john	active
fed16	john	active
fed17	john	active
fed18	john	active
fed19	john	active
fed20	john	active
fed21	john	active
fed22	john	active
fed23	john	active
fed24	john	active
fed25	john	active
fed26	john	active
fed27	john	active
fed28	john	active
fed29	john	active
fed30	john	active
fed31	john	active
fed32	john	active
fed33	john	active
fed34	john	active
fed35	john	active
fed36	john	active
fed37	john	active
fed38	john	active
fed39	john	active
fed40	john	active
fed41	john	active
fed42	john	active
fed43	john	active
fed44	john	active
fed45	john	active
fed46	john	active
fed47	john	active
fed48	john	active
fed49	john	active
fed50	john	active
fed51	john	active
fed52	john	active
fed53	john	active
fed54	john	active
fed55	john	active
fed56	john	active
fed57	john	active
fed58	john	active
fed59	john	active
fed60	john	active
fed61	john	active
fed62	john	active
fed63	john	active
fed64	john	active
fed65	john	active
fed66	john	active
fed67	john	active
fed68	john	active
fed69	john	active
fed70	john	active
fed71	john	active
fed72	john	active
fed73	john	active
fed74	john	active
fed75	john	active
fed76	john	active
fed77	john	active
fed78	john	active
fed79	john	active
fed80	john	active
fed81	john	active
fed82	john	active
fed83	john	active
fed84	john	active
fed85	john	active
fed86	john	active
fed87	john	active
fed88	john	active
fed89	john	active
fed90	john	active
fed91	john	active
fed92	john	active
fed93	john	active
fed94	john	active
fed95	john	active
fed96	john	active
fed97	john	active
fed98	john	active
fed99	john	active
fed100	john	active

43

Fig. 4

3/26

Internet Explorer - Microsoft Internet Explorer

Address: http://www.legalpractice.com.au/

Legal Practice - MATTER MANAGEMENT - MATTER DETAILS

Please enter in the details of the matter:

*Compulsory fields

Client: [text box]

Matter Code: [text box]

Name: [text box]

Description: [text box]

Other Party: [text box]

Date Opened: [calendar widget]

Date Completion Due: [text box]

[OK] [SAVE] [CANCEL]

Calendar widget (Date Opened):

October 2004						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Fig. 5

Internet Explorer - Microsoft Internet Explorer

Address: http://www.legalpractice.com.au/

Legal Practice - MATTER MANAGEMENT - MATTER DETAILS

Please enter in the details of the matter:

*Compulsory fields

Client: [text box]

Matter Code: [text box]

Name: [text box]

Description: [text box]

Other Party: [text box]

Date Opened: [10/10/2004]

Date Completion Due: [text box]

[OK] [SAVE] [CANCEL]

Fig. 6

4/26

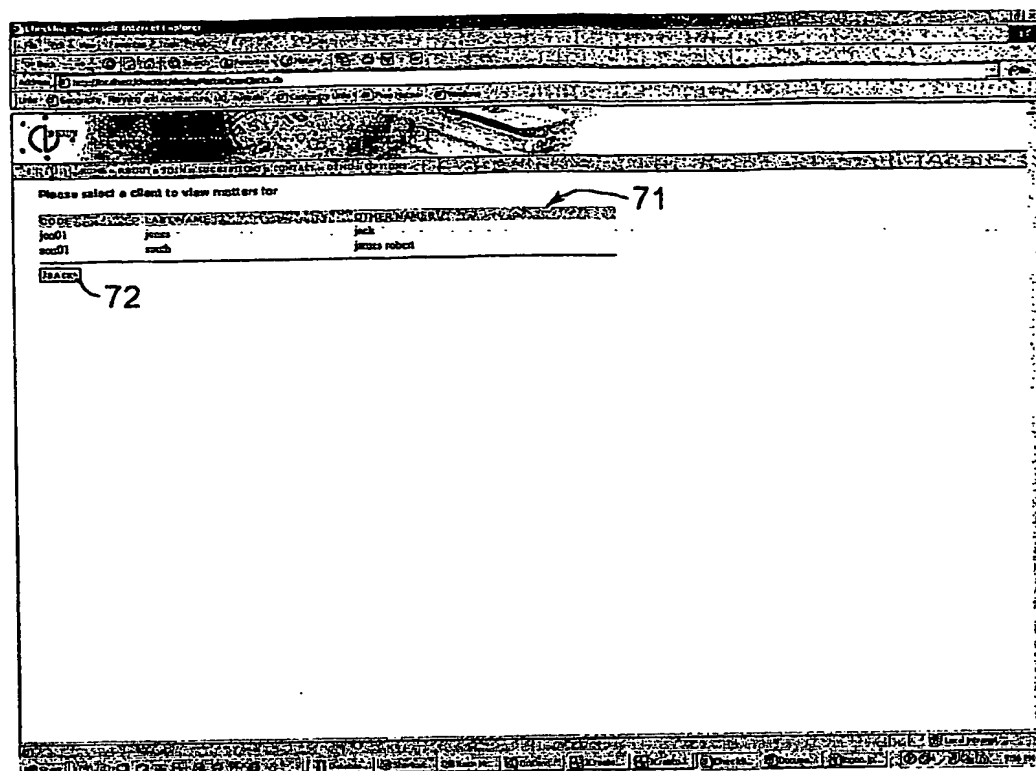


Fig. 7

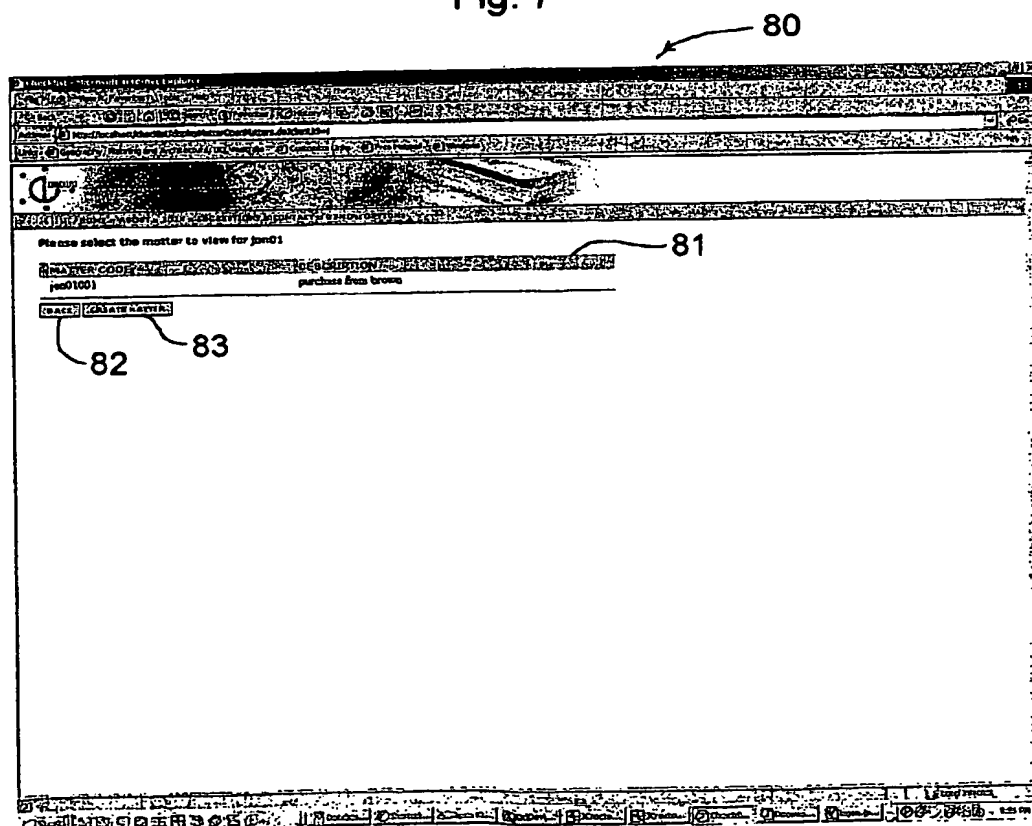


Fig. 8

5/26

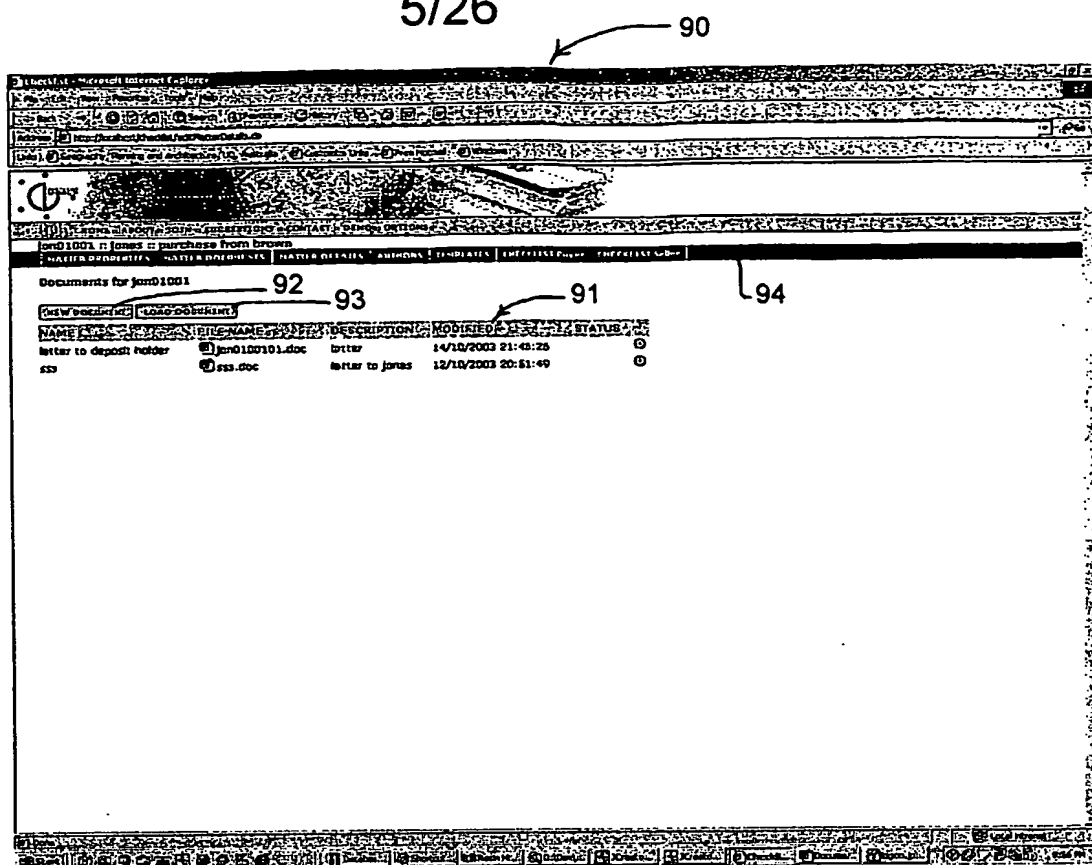


Fig. 9

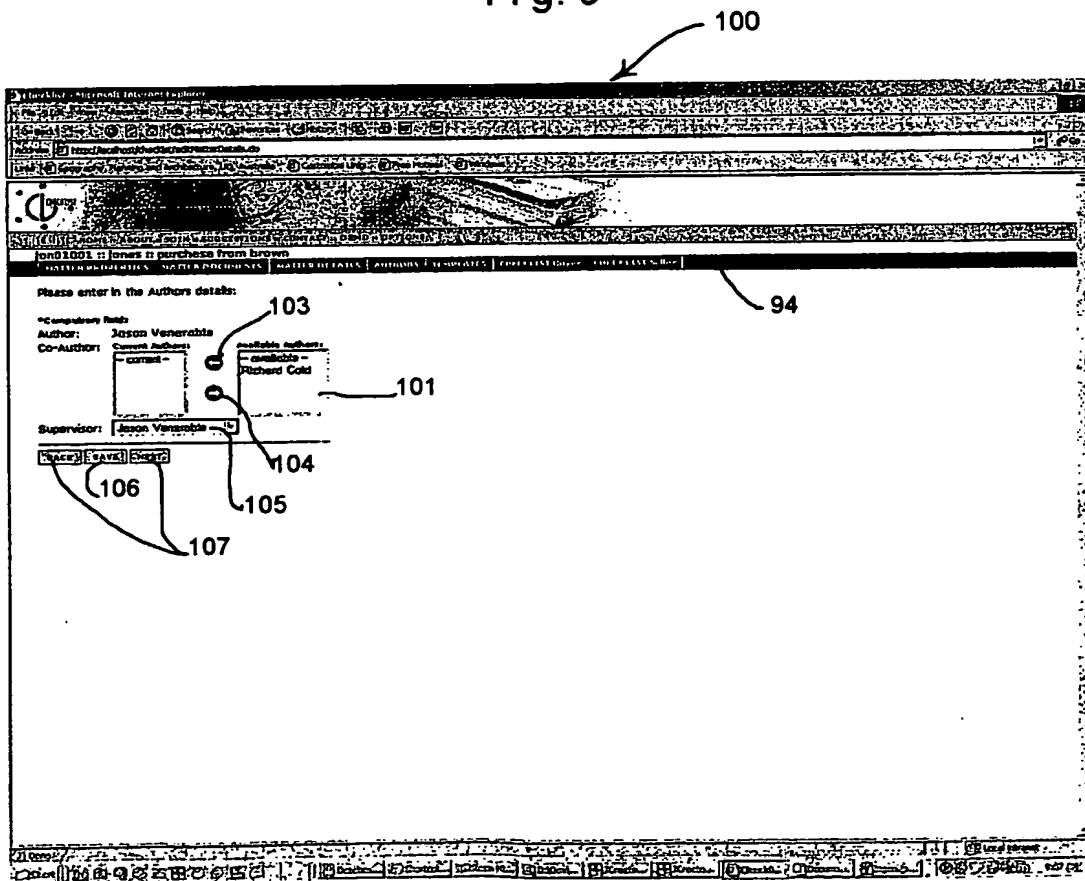


Fig. 10

6/26

-110

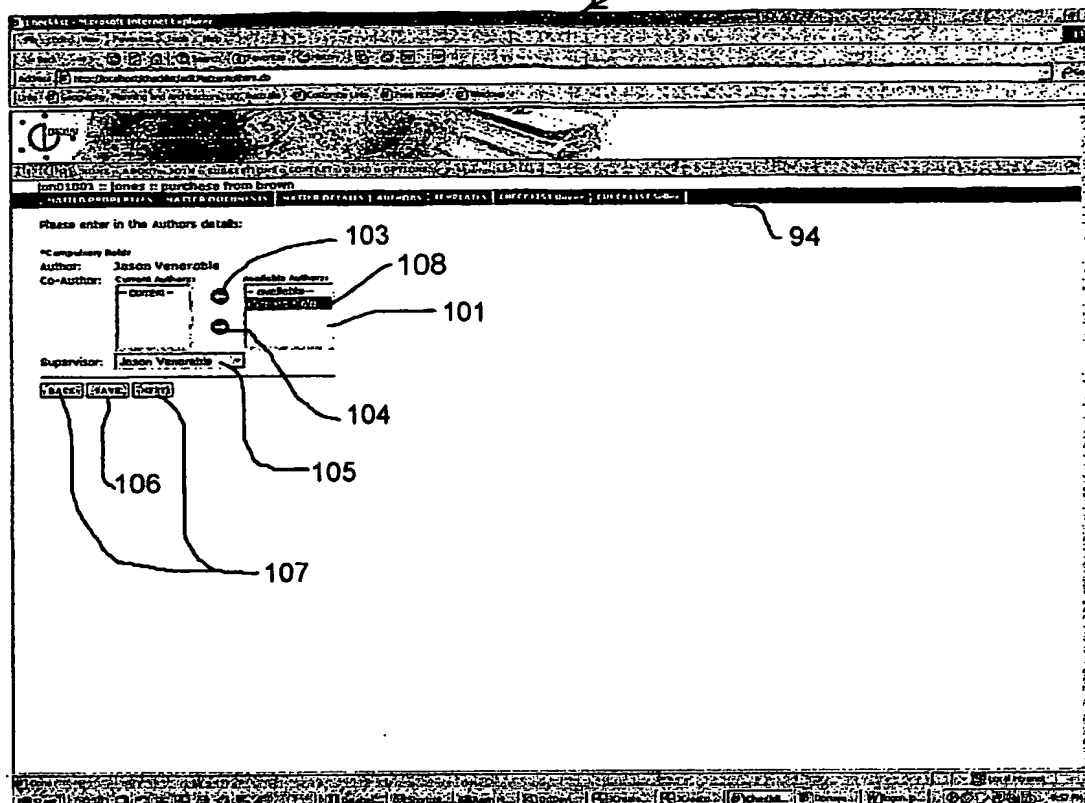


Fig. 11

120

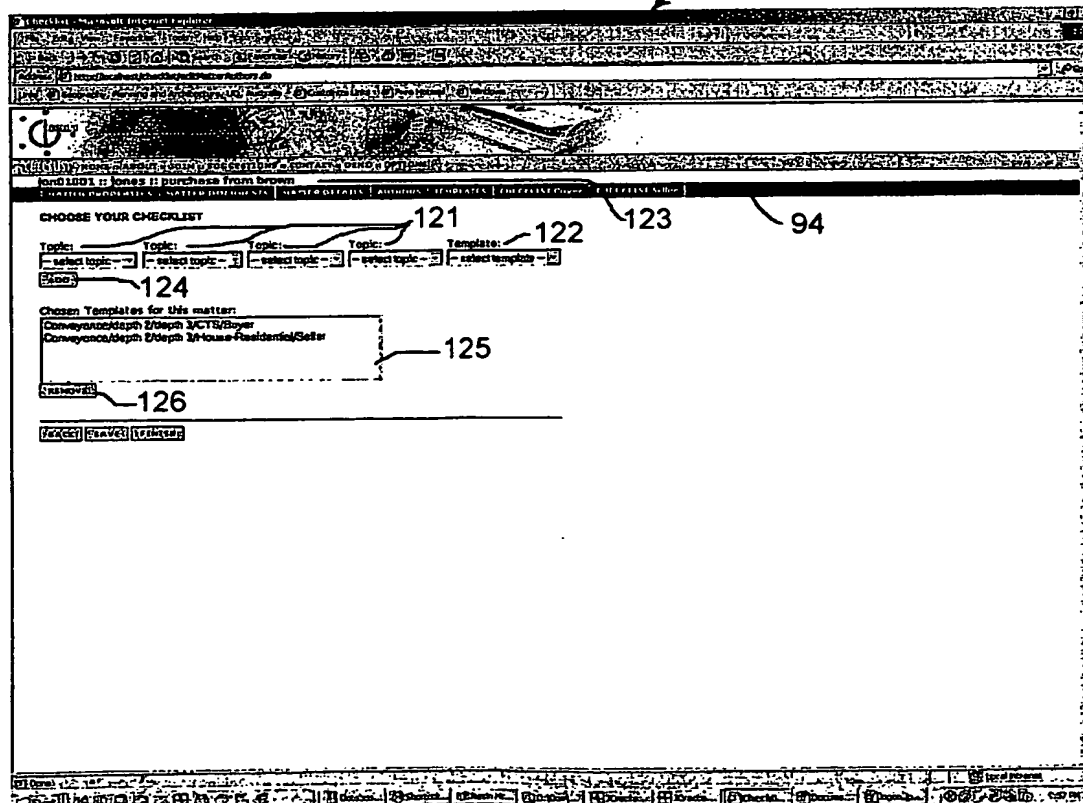


Fig. 12

7/26

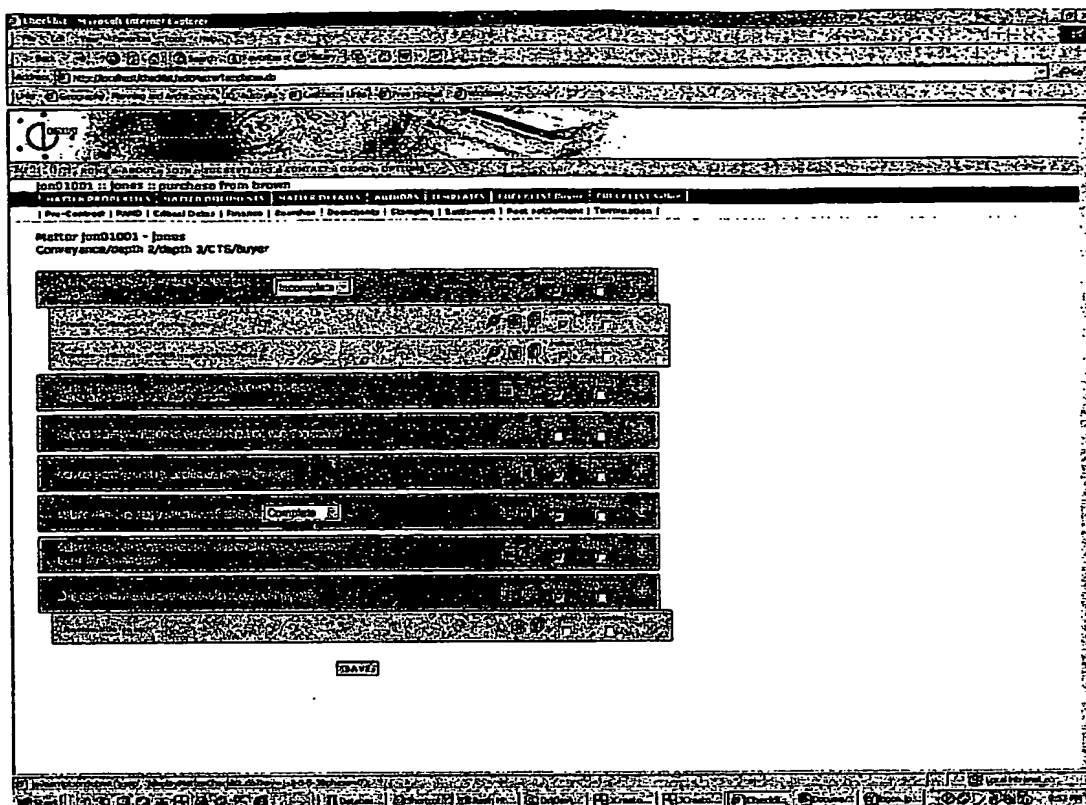


Fig. 13

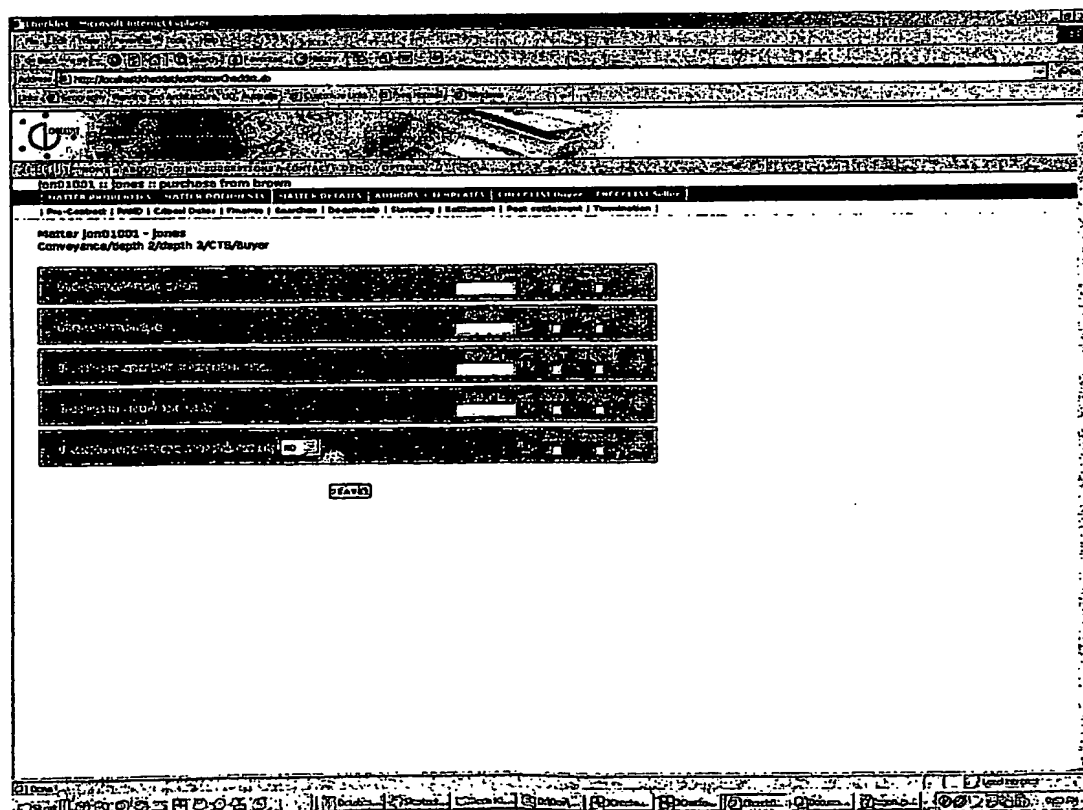


Fig. 14

8/26

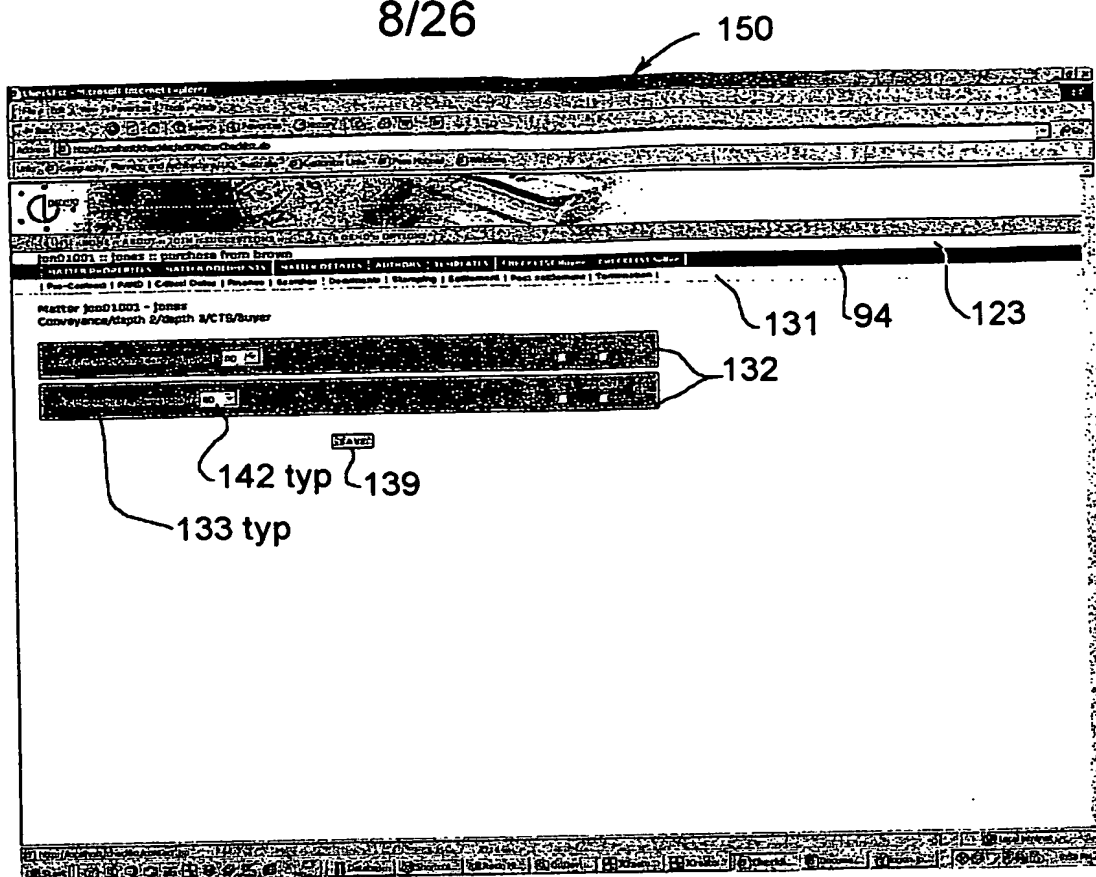


Fig. 15

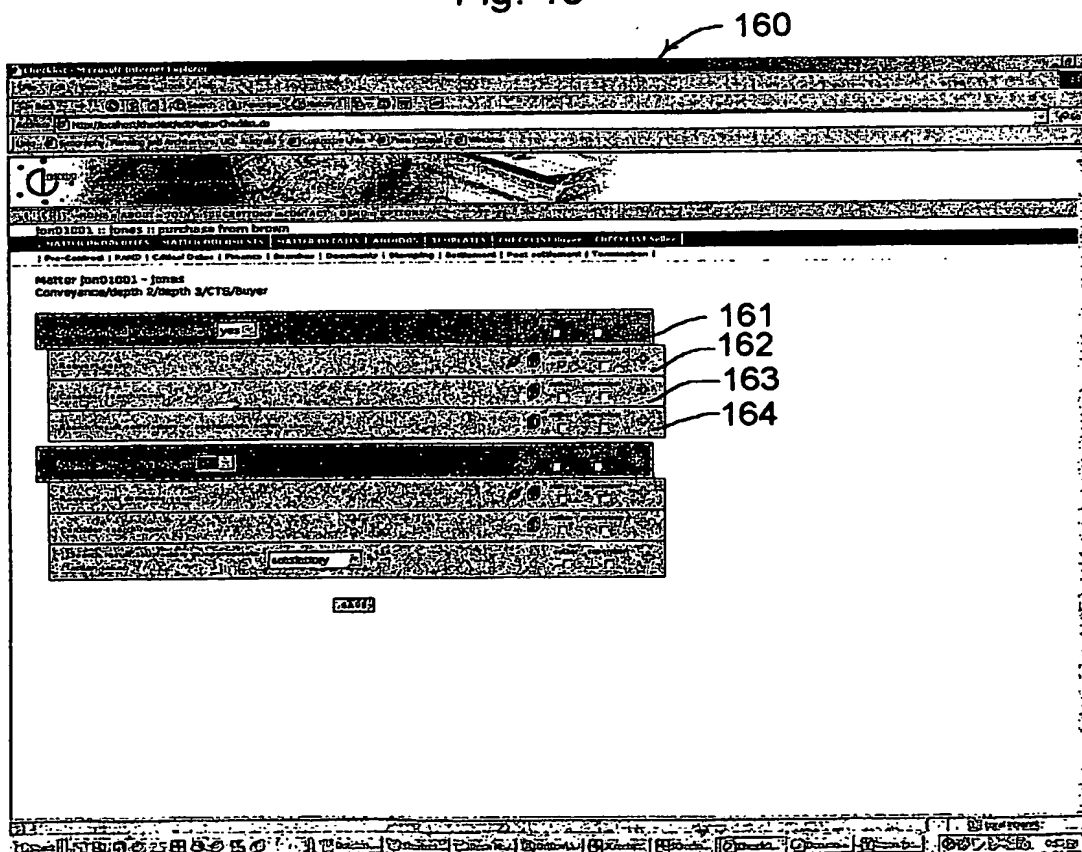


Fig. 16

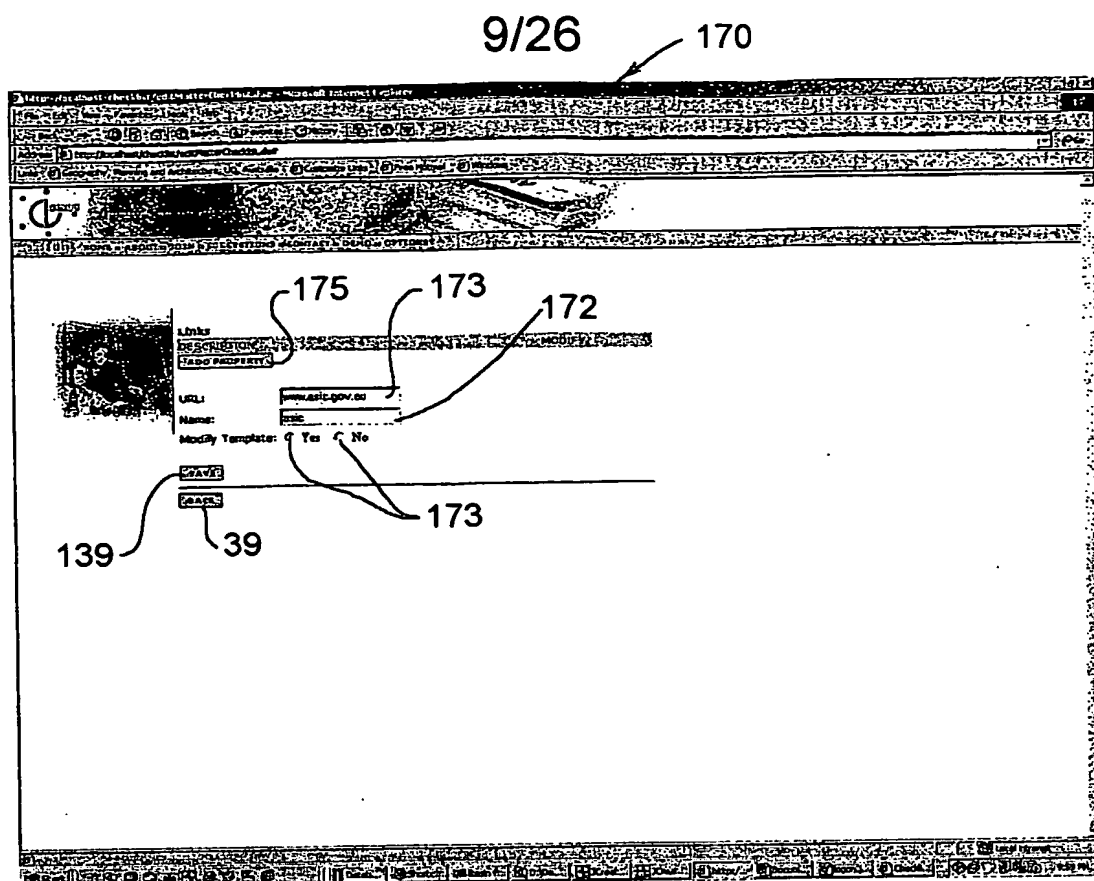


Fig. 17

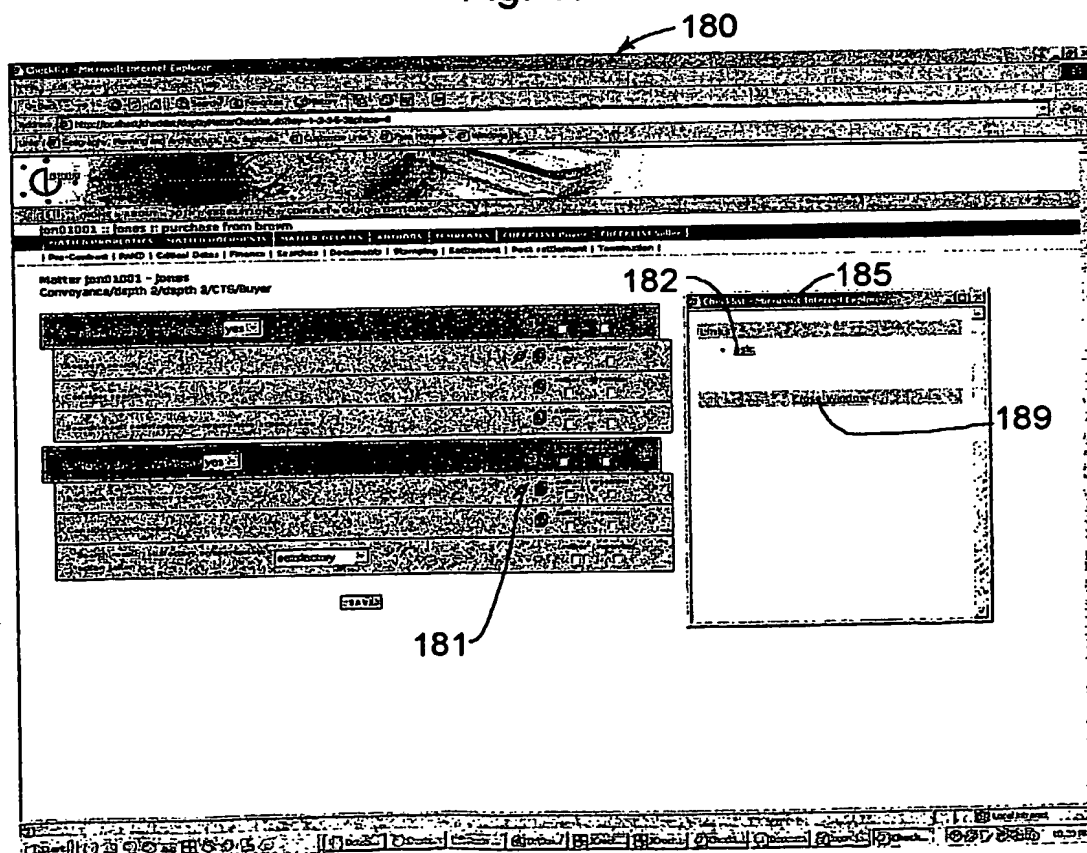


Fig. 18

10/26 190

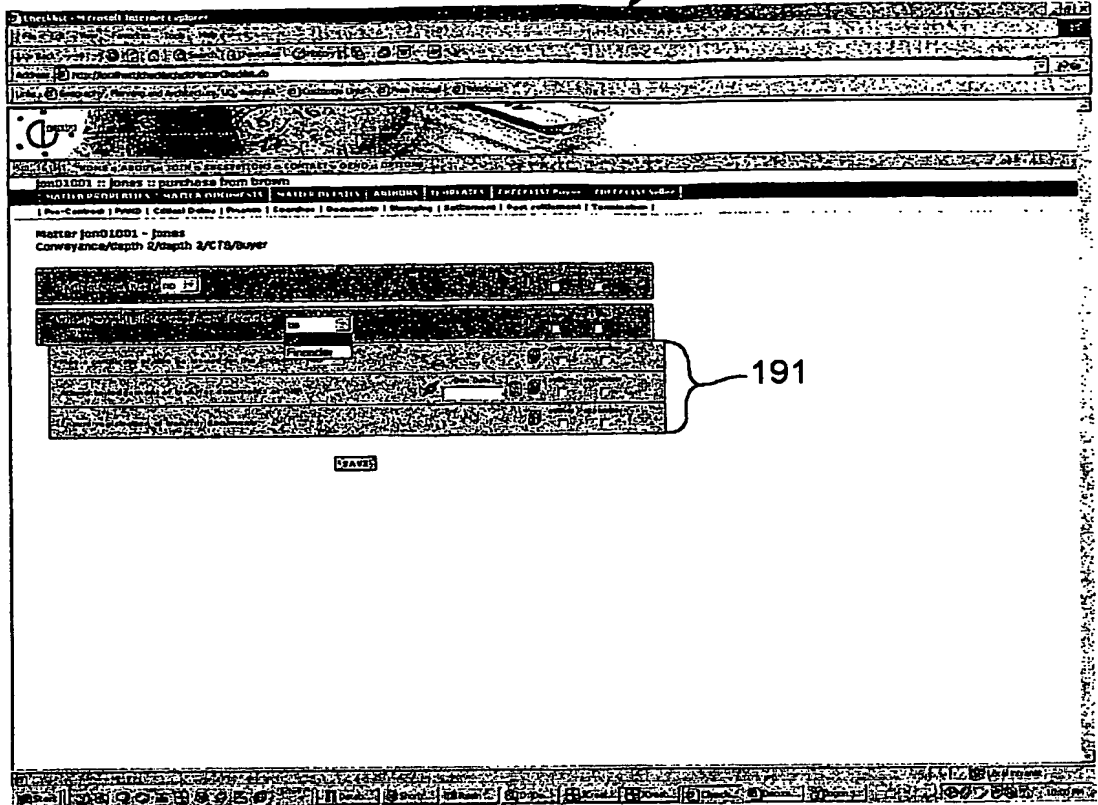


Fig. 19

200

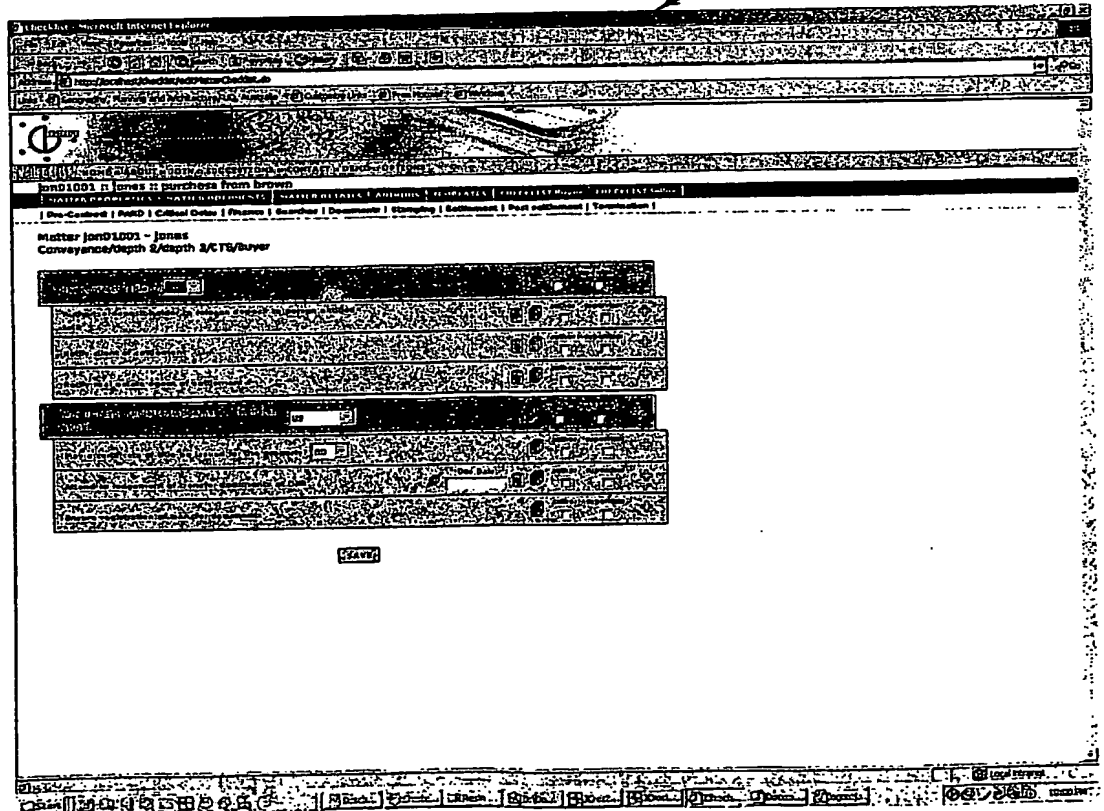


Fig. 20

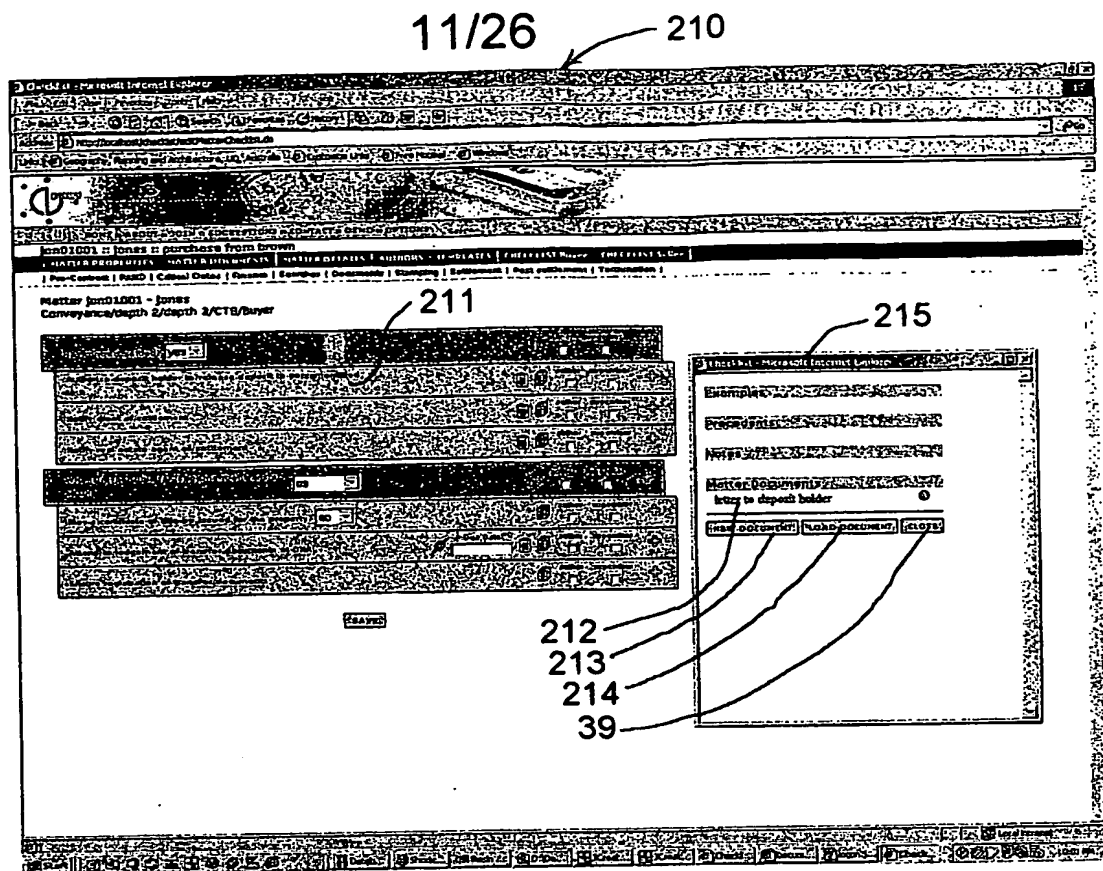


Fig. 21

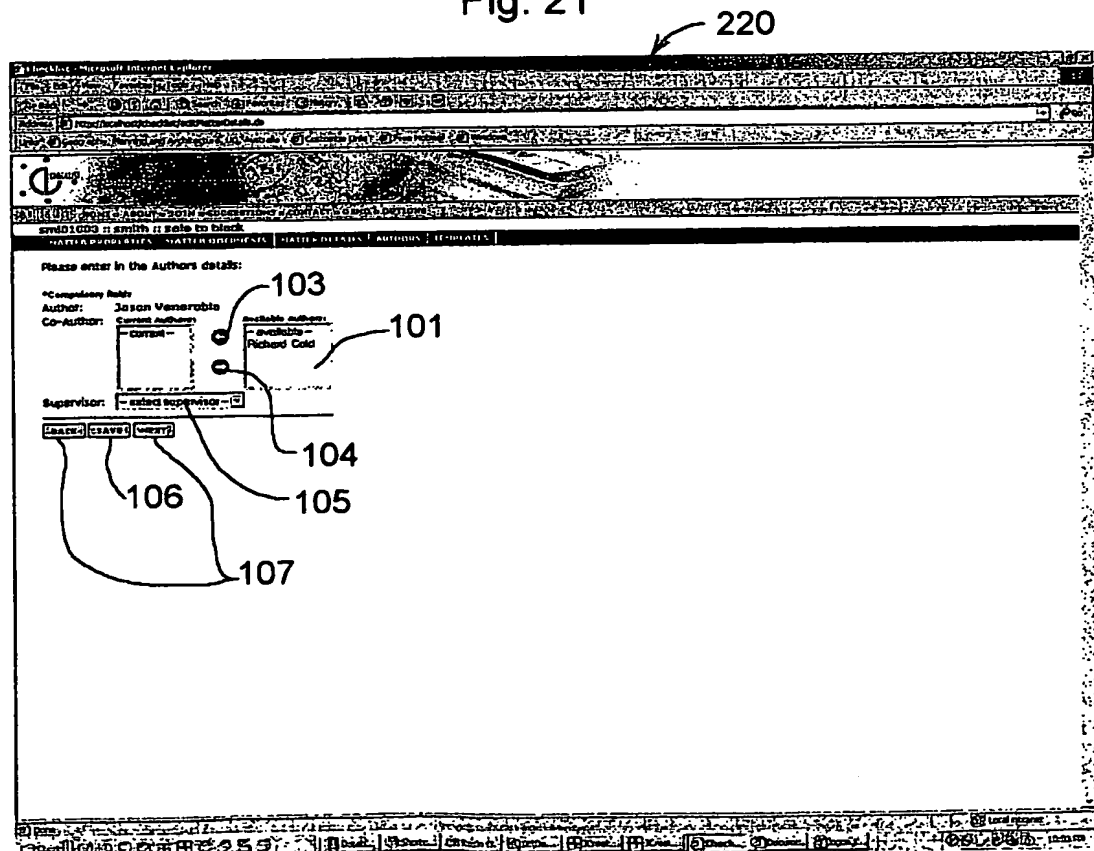


Fig. 22

12/26

230

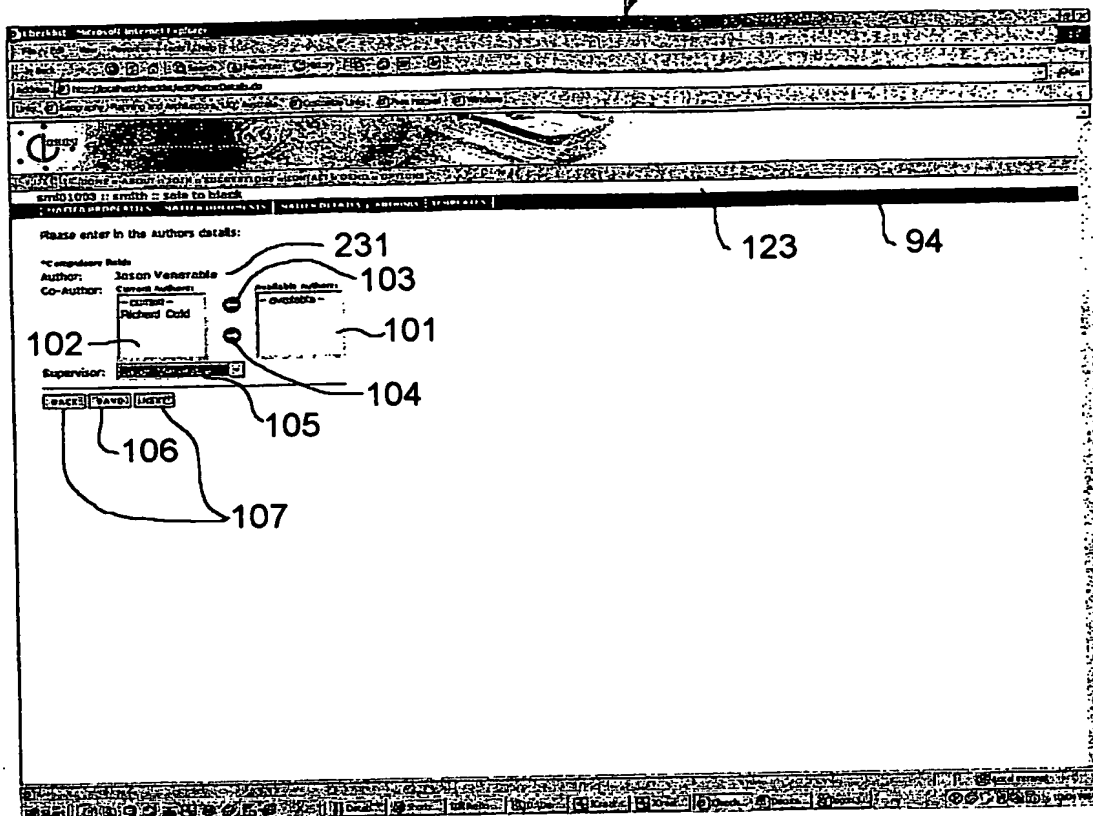


Fig. 23

- 240

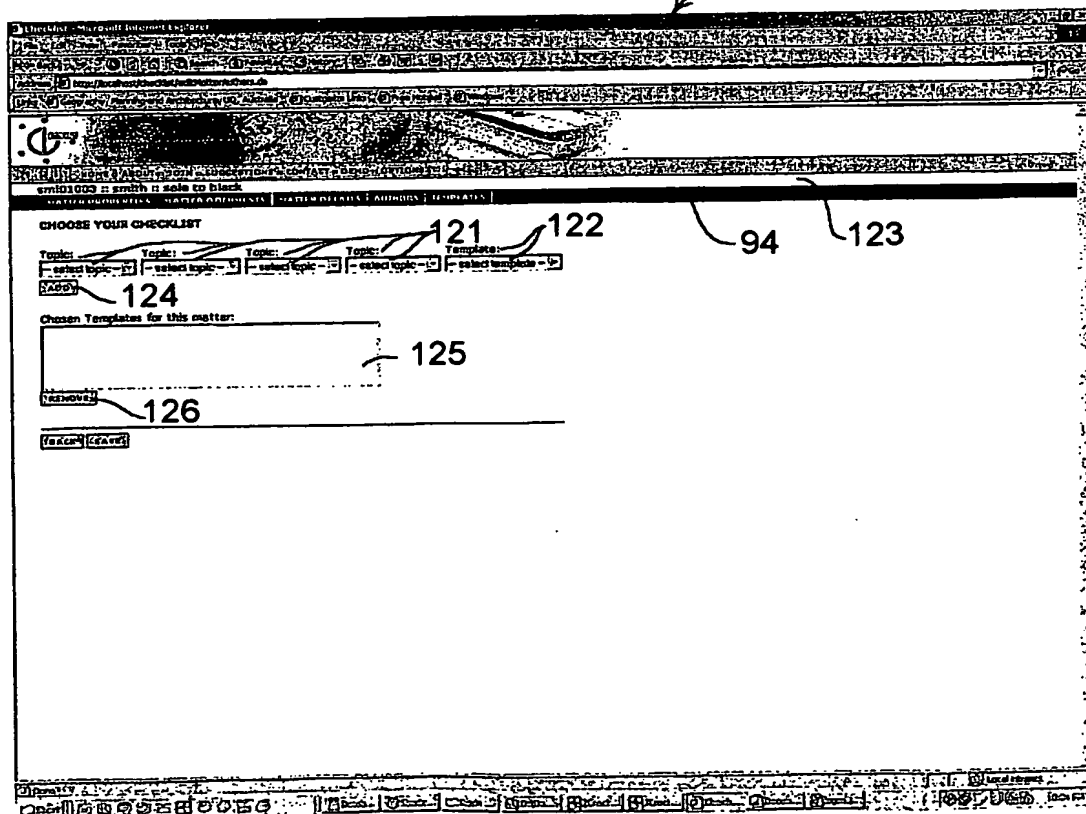


Fig. 24

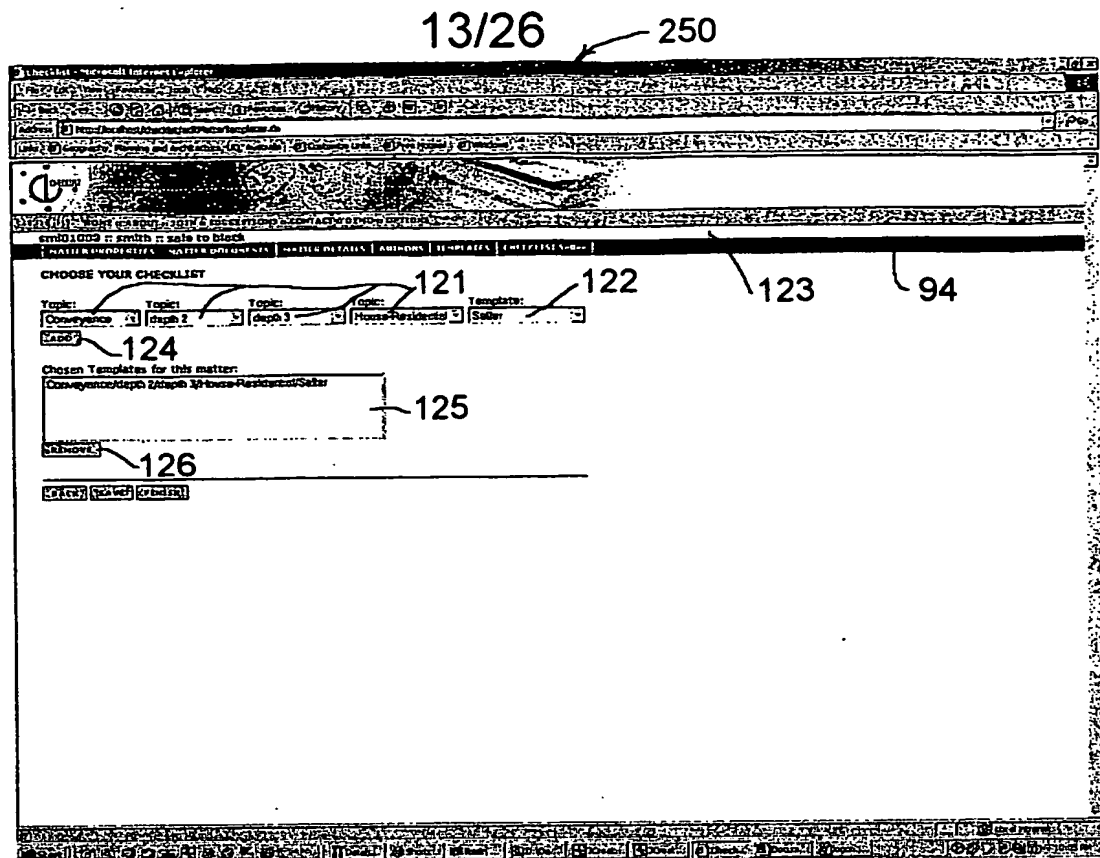


Fig. 25

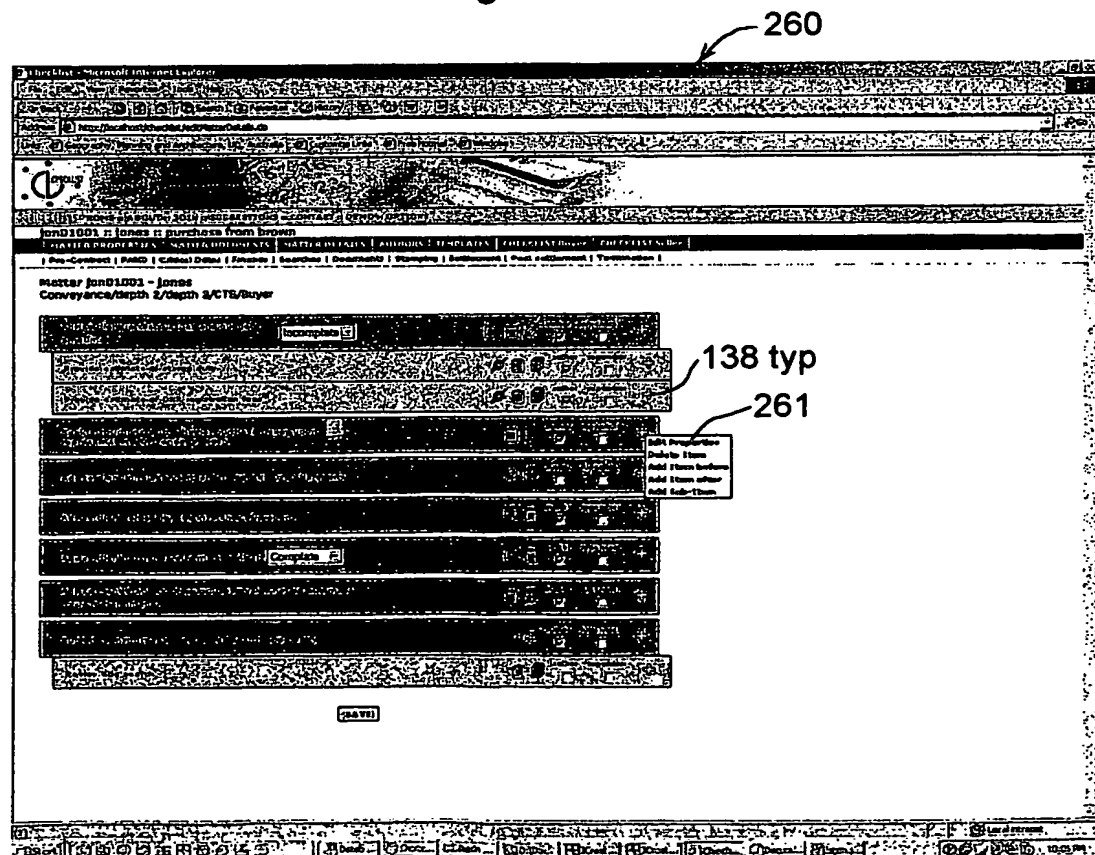


Fig. 26

14/26 270

14/26 270

Item: 271

Modify Template: ☐ Yes ☐ No 274

Tick the fields associated with the item:

- ☐ Supervisor
- ☐ Author
- ☐ Links
- ☐ Examples
- ☐ Precedents
- ☐ Notes
- ☐ Name 272
- ☐ URL
- ☐ Purchaser
- ☐ Vendor
- ☐ Matter Code
- ☐ Due
- ☐ Matter Completed
- ☐ Matter Opened
- ☐ Comments

Is this item a question? 273

☐ Yes ☐ No

275

276

Fig. 27

280

Matter Code: jond1001

Matter Name: Jones

Matter Status: Incomplete

Matter Type: Conveyance/depth 2/depth 3/CTS/buyer

Matter Date: 20-04-02

Matter Author: [Redacted]

Matter Links: [Redacted]

Matter Examples: [Redacted]

Matter Precedents: [Redacted]

Matter Notes: [Redacted]

Matter Name: [Redacted]

Matter URL: [Redacted]

Matter Purchaser: [Redacted]

Matter Vendor: [Redacted]

Matter Matter Code: [Redacted]

Matter Due: [Redacted]

Matter Matter Completed: [Redacted]

Matter Matter Opened: [Redacted]

Matter Comments: [Redacted]

Yes 281

Fig. 28

15/26

290

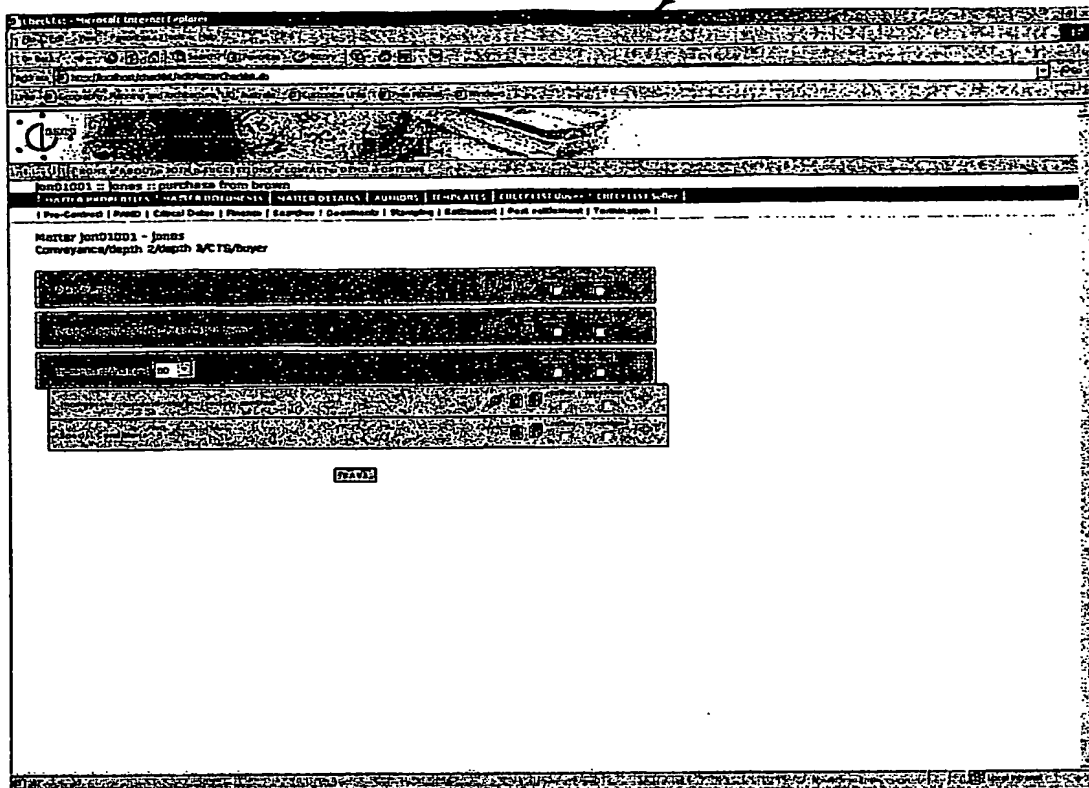


Fig. 29

300

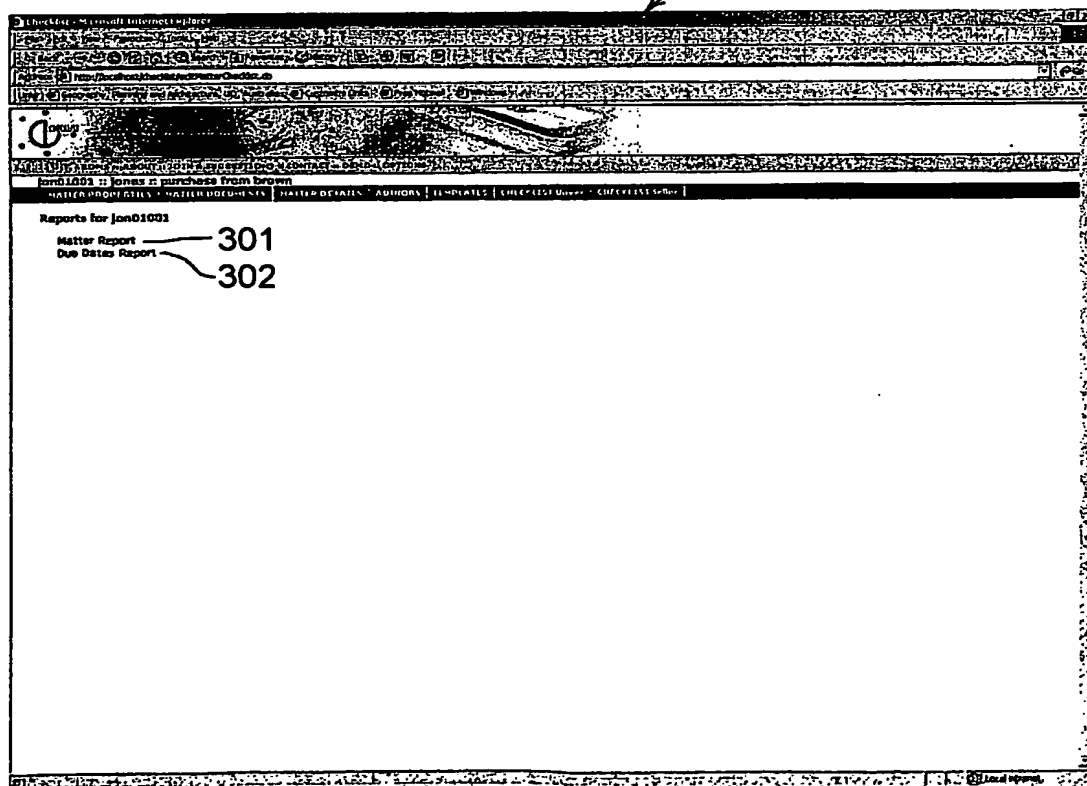


Fig. 30

16/26

310

Checklist - Microsoft Internet Explorer

http://localhost:8080/Checklist/Report/Checklist.do

Jan01001 - Jones - purchase from brown

REPORTS

Matters Report

Due Dates Report

REPORTS for Jan01001

MATTER REPORT - Jan01001

CHECKLIST - Conveyance/depth 2/depth 3/House-Residential/Buyer

PHASES - Pre-Contract

ITEM	DATE COMPLETED	AUTHOR	SUPERVISOR
Has a title search been done?			

PHASES - Property Agents and Motor Dealers Act

ITEM	DATE COMPLETED	AUTHOR	SUPERVISOR
What forms are required pursuant to the Property Agents and Motor Dealers Act?			

PHASES - Post-Contract

ITEM	DATE COMPLETED	AUTHOR	SUPERVISOR
Has a copy of the contract been obtained?			

CHECKLIST - Conveyance/depth 2/depth 3/CTS/Buyer

PHASES - Searches

ITEM	DATE COMPLETED	AUTHOR	SUPERVISOR

Fig. 31

320

Checklist - Microsoft Internet Explorer

http://localhost:8080/Checklist/Report/Checklist.do

Jan01001 - Jones - purchase from brown

REPORTS

Matters Report

Due Dates Report

REPORTS for Jan01001

DUE DATES REPORT - Jan01001

CHECKLIST - Conveyance/depth 2/depth 3/House-Residential/Buyer

PHASES - Pre-Contract

ITEM	DATE DUE	DATE COMPLETED	AUTHOR	SUPERVISOR
Has a title search been done?	31/10/2003			

CHECKLIST - Conveyance/depth 2/depth 3/CTS/Buyer

PHASES - Critical Dates

ITEM	DATE DUE	DATE COMPLETED	AUTHOR	SUPERVISOR
Enter Contract Date in system				
Enter settlement date				
If applicable, enter building inspection date				
If applicable, enter finance date				
Enter due date for notice in title of other property				

PHASES - Finance

ITEM	DATE DUE	DATE COMPLETED	AUTHOR	SUPERVISOR
Give notice of approval to Vendor				

PHASES - Post settlement

ITEM	DATE DUE	DATE COMPLETED	AUTHOR	SUPERVISOR

Fig. 32

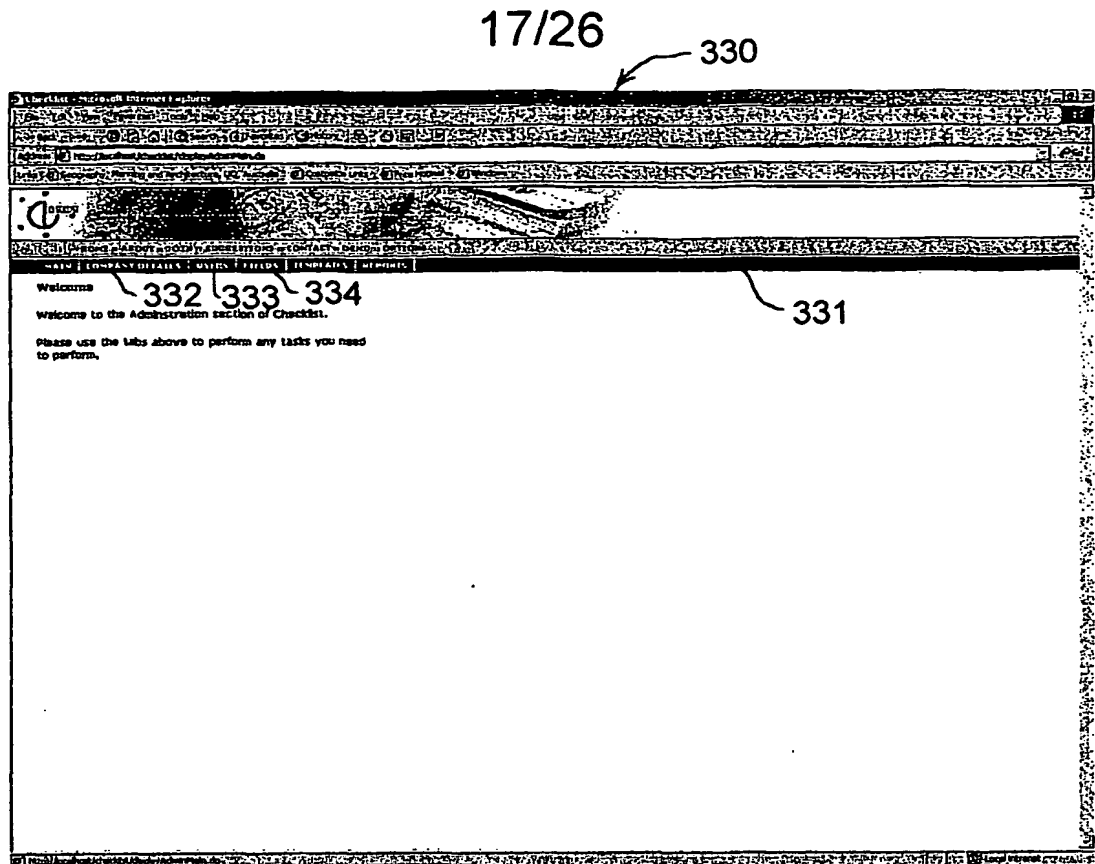


Fig. 33

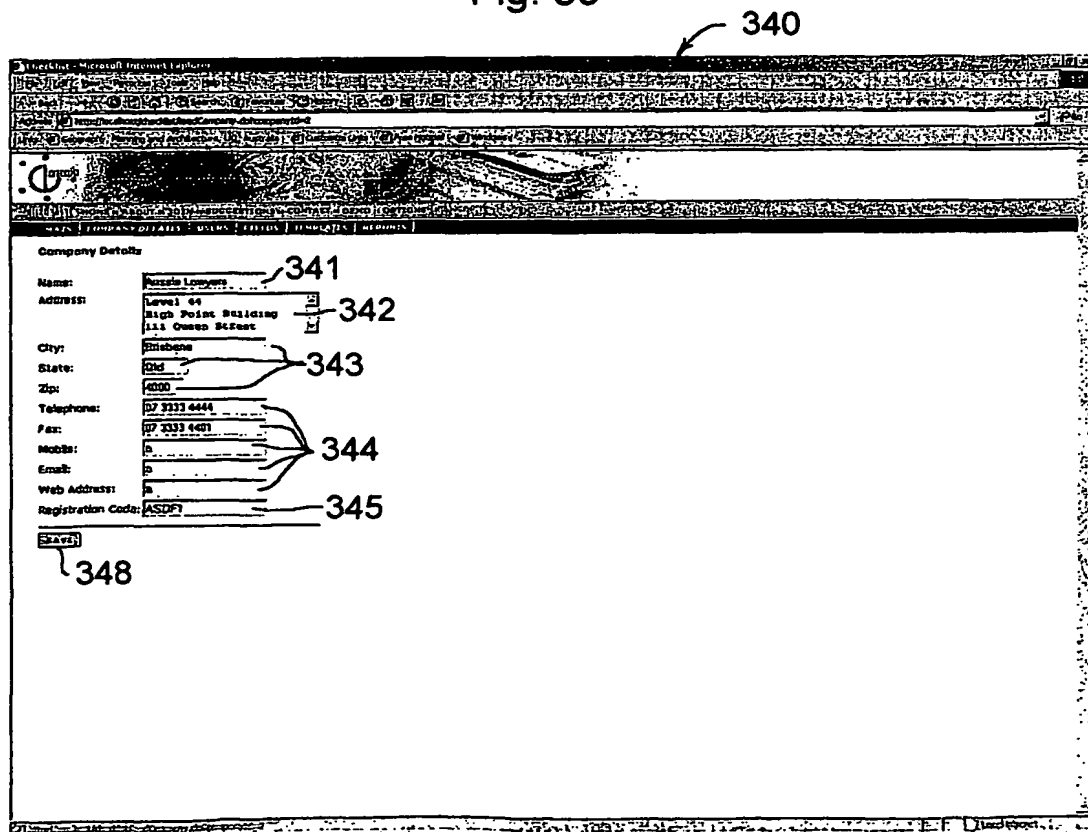


Fig. 34

18/26 350

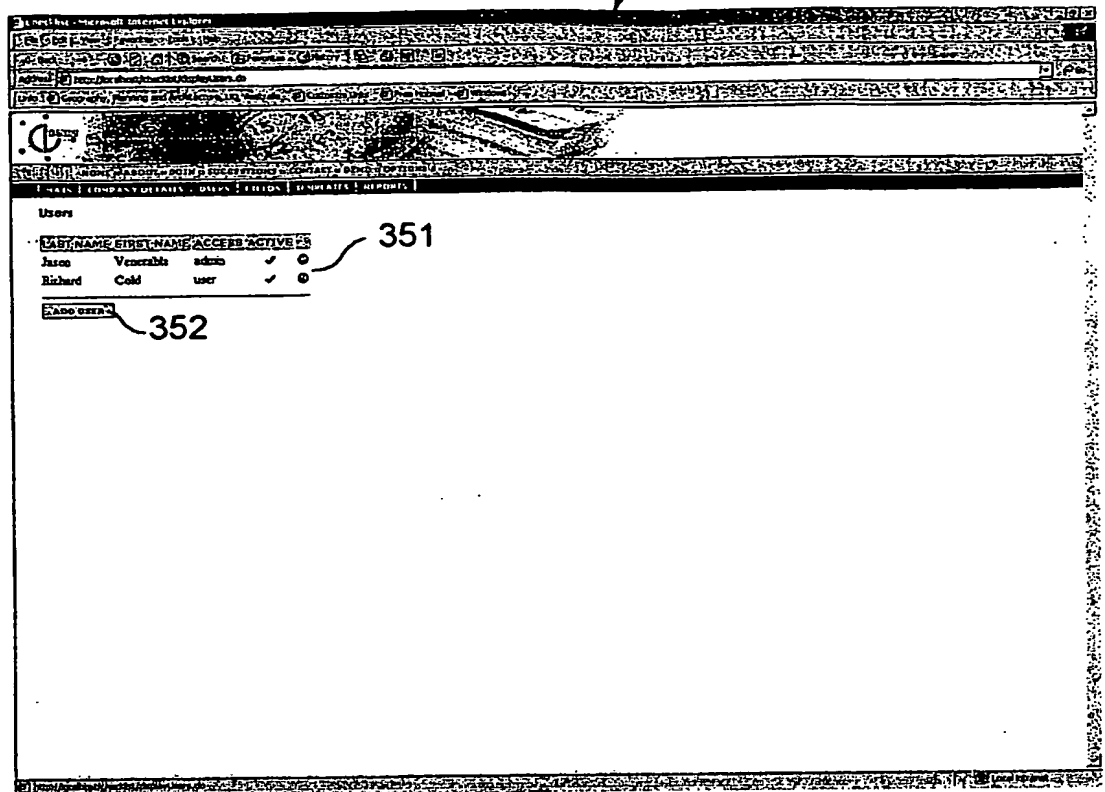


Fig. 35

360

User Details

First Name:

Last Name:

Username:

Password:

Confirm Password:

Position:

Address:

City:

State:

Postcode:

Telephone:

Fax:

Mobile:

Email:

Active: ☒ Yes ☐ No

Administration: ☐ Admin ☒ User

OK CANCEL

Fig. 36

19/26 370

Checklist Properties

NAME	TYPE	CHECKED	ACTIVE	MODIFY
Test	Number	<input checked="" type="checkbox"/>	<input type="radio"/>	
Supervisor	Supervisor	<input checked="" type="checkbox"/>	<input type="radio"/>	
Author	Author	<input checked="" type="checkbox"/>	<input type="radio"/>	
Links	Links	<input checked="" type="checkbox"/>	<input type="radio"/>	
Examples	Template Documents	<input checked="" type="checkbox"/>	<input type="radio"/>	
Precedents	Merge Documents	<input checked="" type="checkbox"/>	<input type="radio"/>	
Notes	Template Documents	<input checked="" type="checkbox"/>	<input type="radio"/>	
Name	String	<input checked="" type="checkbox"/>	<input type="radio"/>	
URL	String	<input checked="" type="checkbox"/>	<input type="radio"/>	
Purchaser	String	<input checked="" type="checkbox"/>	<input type="radio"/>	
Vendor	String	<input checked="" type="checkbox"/>	<input type="radio"/>	
Matter Code	String	<input checked="" type="checkbox"/>	<input type="radio"/>	
Due	Due	<input checked="" type="checkbox"/>	<input type="radio"/>	
Matter Completed	Date	<input checked="" type="checkbox"/>	<input type="radio"/>	
Matter Opened	Date	<input checked="" type="checkbox"/>	<input type="radio"/>	
Comments	Comments	<input checked="" type="checkbox"/>	<input type="radio"/>	

Cancel

Fig. 37

380

Checklist Properties

NAME	TYPE	CHECKED	ACTIVE	MODIFY
Test	Number	<input checked="" type="checkbox"/>	<input type="radio"/>	
Supervisor	Supervisor	<input checked="" type="checkbox"/>	<input type="radio"/>	
Author	Author	<input checked="" type="checkbox"/>	<input type="radio"/>	
Links	Links	<input checked="" type="checkbox"/>	<input type="radio"/>	
Examples	Template Documents	<input checked="" type="checkbox"/>	<input type="radio"/>	
Precedents	Merge Documents	<input checked="" type="checkbox"/>	<input type="radio"/>	
Notes	Template Documents	<input checked="" type="checkbox"/>	<input type="radio"/>	
Name	String	<input checked="" type="checkbox"/>	<input type="radio"/>	
URL	String	<input checked="" type="checkbox"/>	<input type="radio"/>	
Purchaser	String	<input checked="" type="checkbox"/>	<input type="radio"/>	
Vendor	String	<input checked="" type="checkbox"/>	<input type="radio"/>	
Matter Code	String	<input checked="" type="checkbox"/>	<input type="radio"/>	
Due	Due	<input checked="" type="checkbox"/>	<input type="radio"/>	
Matter Completed	Date	<input checked="" type="checkbox"/>	<input type="radio"/>	
Matter Opened	Date	<input checked="" type="checkbox"/>	<input type="radio"/>	
Comments	Comments	<input checked="" type="checkbox"/>	<input type="radio"/>	

Provide Field Details

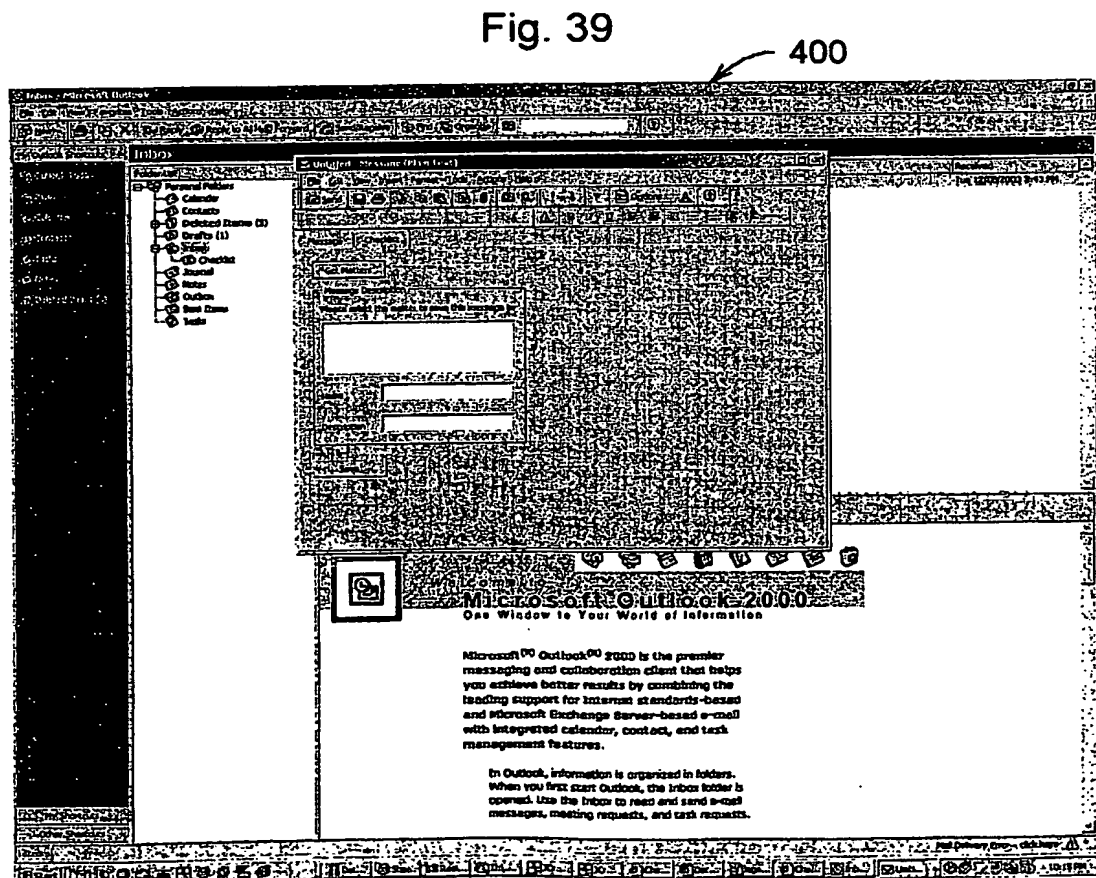
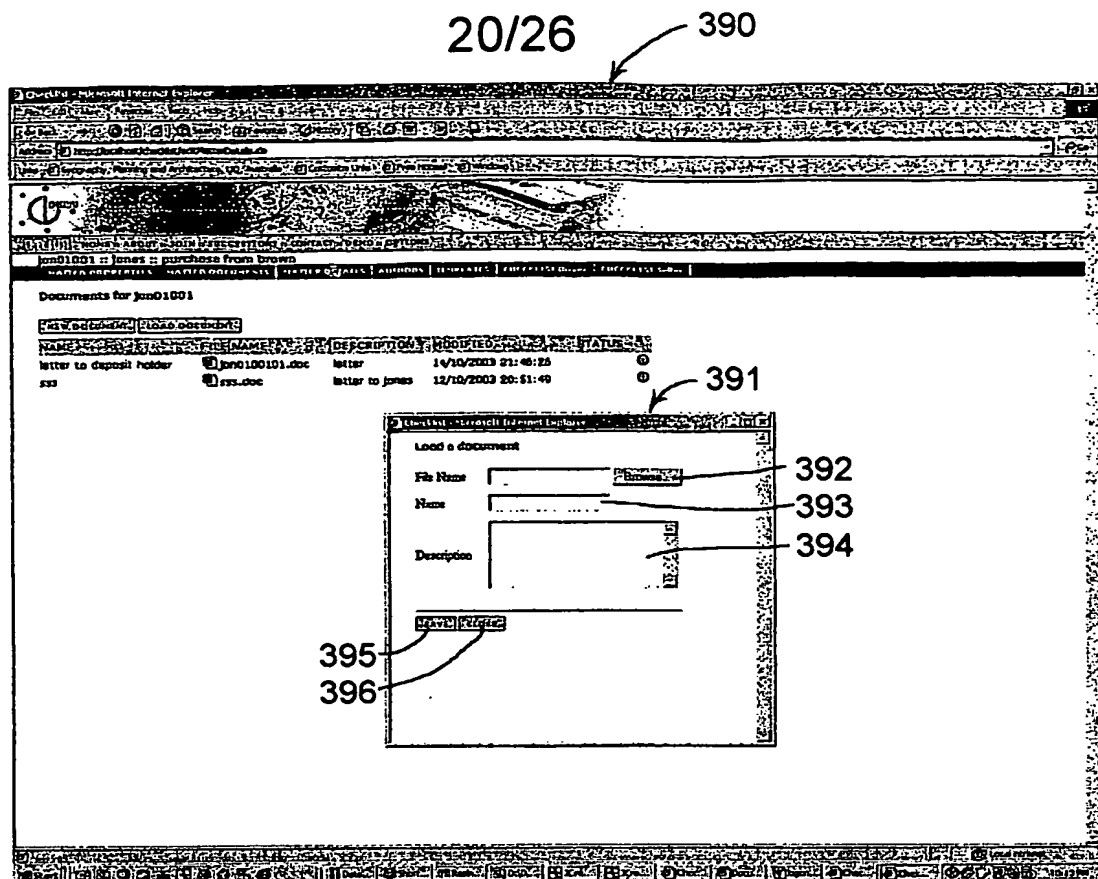
Field Name:

Field Type:

Active: ☒ Yes ☐ No

Default:

Fig. 38



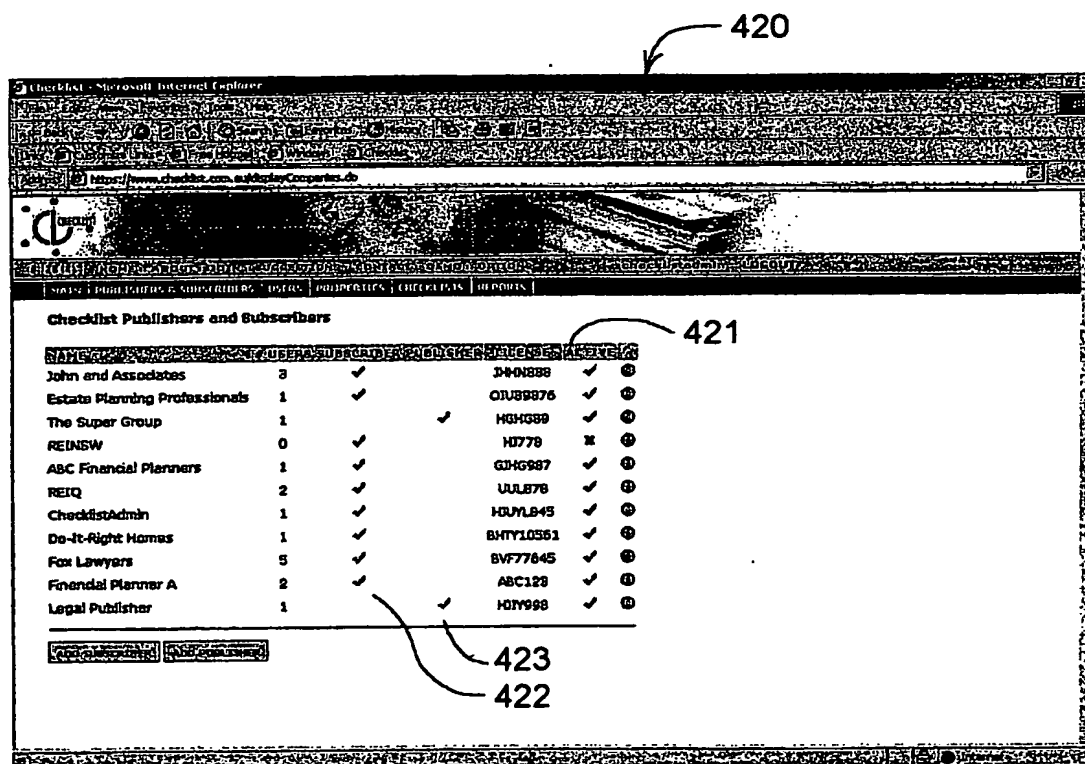
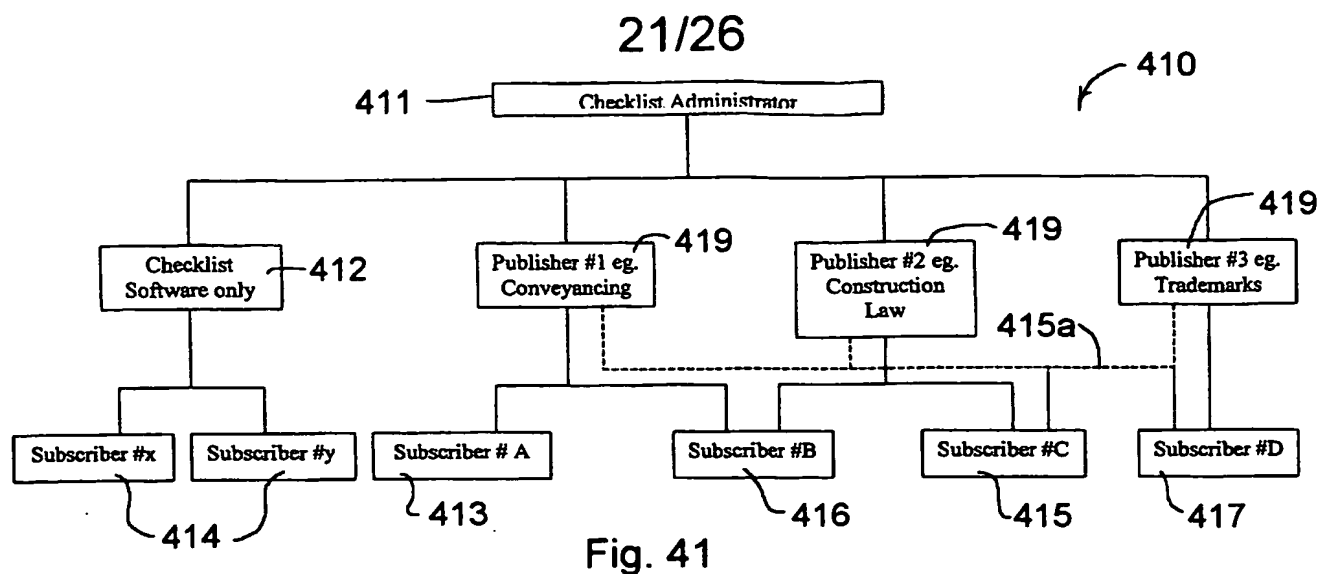


Fig. 42

22/26

430

Checklist - Microsoft Internet Explorer

https://www.checklist.com.au/loadCompany.do?companyId=11

MAIN | PUBLISHERS & SUBSCRIBERS | USERS | PROPERTIES | CHECKLISTS | REPORTS

Subscriber Details

Name:	John end Associates
Address:	14 Potato Drive
City:	Perth
State:	WA
Zip:	6000
Telephone:	12345678
Fax:	12354678
Mobile:	0414675456
Email:	info@johnendassociates.com
Web Address:	johnendassociates.com
Registration Code:	JH-IN888
Active:	<input checked="" type="radio"/> true <input type="radio"/> false

BACK SAVE

Fig. 43

23/26

440

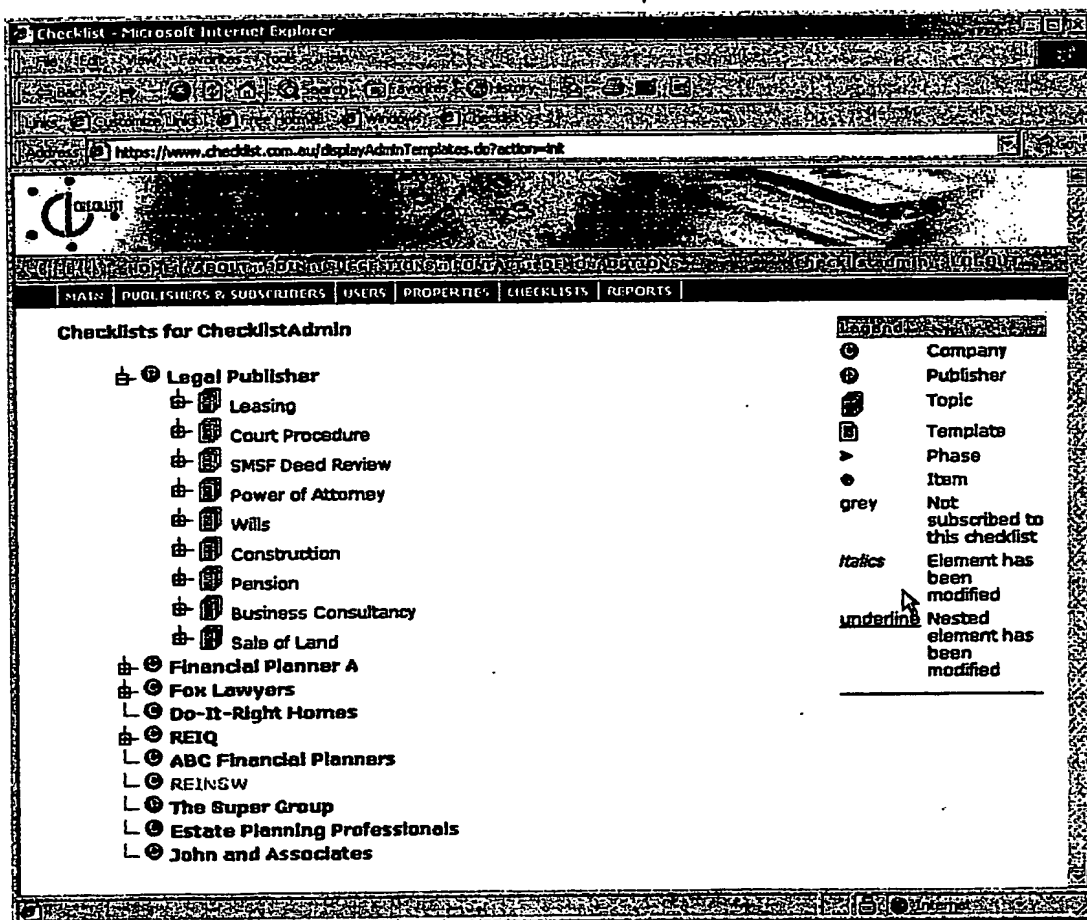
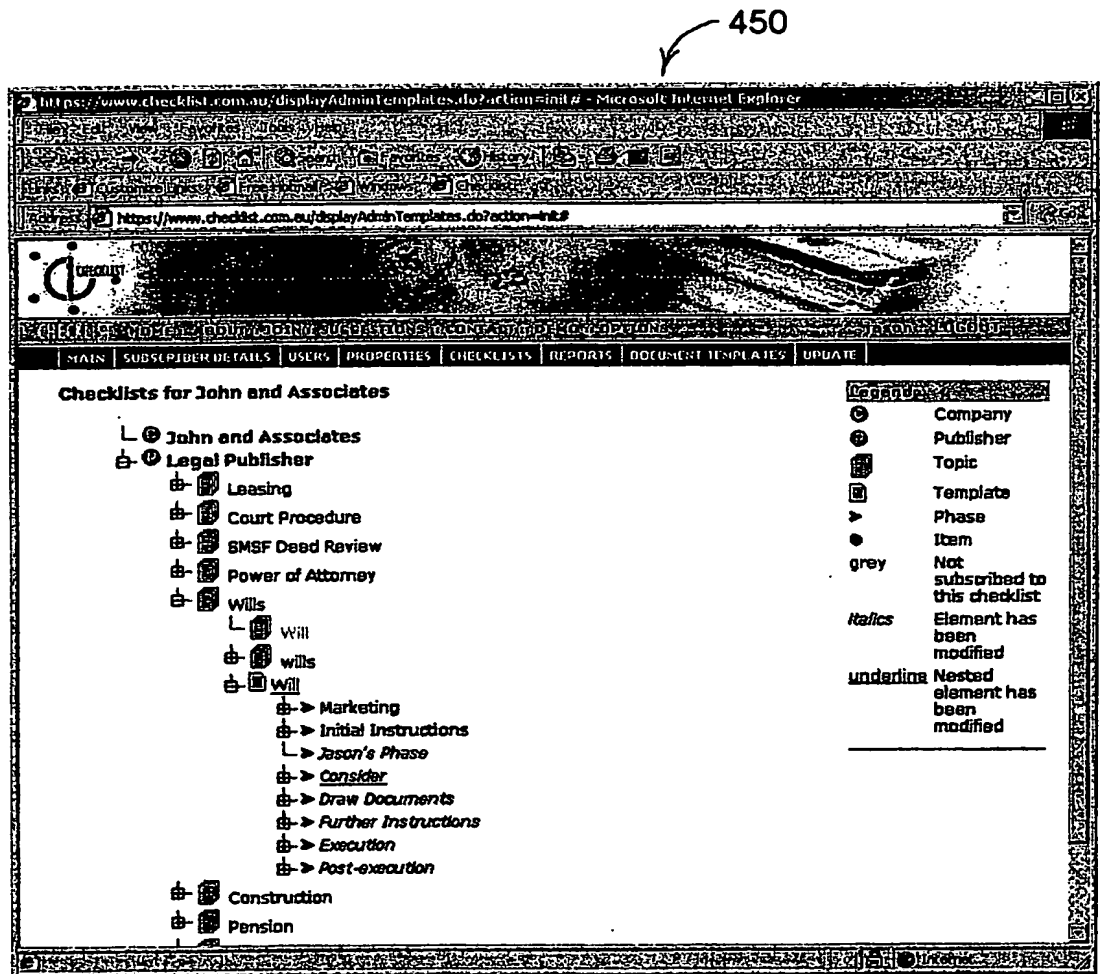


Fig. 44

24/26



- Consider shows that Jason John has changed an item under the consider phase
- Jason's Phase is in italics showing that this phase belongs only to John and Associates.

Fig. 45

25/26

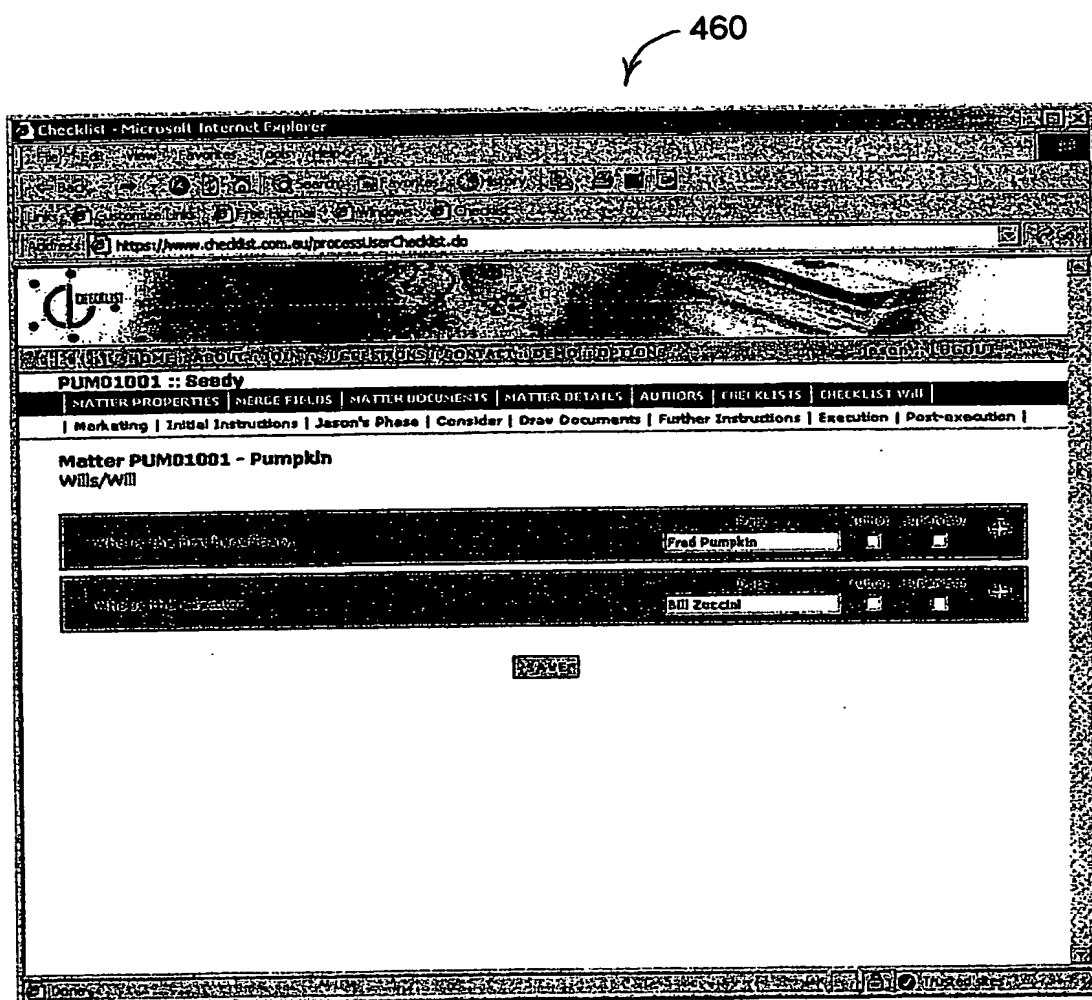


Fig. 46

26/26

470

Checklist - Microsoft Internet Explorer

Address: https://www.checklist.com.au/processUserChecklist.do

PUM01001 :: Seedy

MATTER PROPERTIES | MERGE FIELDS | MATTER DOCUMENTS | MATTER DETAILS | AUTHORS | CHECKLISTS | CHECKLIST WILL

Merge Fields

Source Field	Target Field	Value
Client Details		
Code	Client.Code	Pum01
LastName	Client.LastName	Seedy
OtherName	Client.OtherNames	Pumpkin
Address	Client.Address	521 Butternut Drive
City	Client.City	Vegeville
State	Client.State	NSW
Zip	Client.Zip	2000
Country	Client.Country	AU
Phone	Client.Phone	+61 2 9546 6565
Fax	Client.Fax	+61 2 9546 6566
Email	Client.Email	seedy@pumpkins.com
Matter Details		
Code	Matter.Code	PUM01001
Name	Matter.Name	Pumpkin
Description	Matter.Description	
OtherParty	Matter.OtherParty	
Opened	Matter.Opened	20/09/2004
Due	Matter.Due	
Checklist Items		
+ Will		
Executor	Will.Executor	Bill Zuccini
Beneficiary1	Will.Beneficiary1	Fred Pumpkin

Fig. 47